

Vacancy Announcement

**DEPARTMENT OF THE INTERIOR  
INTERIOR, BUREAU OF INDIAN AFFAIRS**

**Vacancy Announcement Number:** BIA-PR-01-332(DY)

**Opening Date:** 10/01/2001

**Closing Date:** 11/14/2001

<b>Position:</b>	INDIAN SELF-DETERMINATION OFFICER
<b>Grade</b>	GS-1101-12
<b>Salary:</b>	\$55153 per year - \$71694 per year
<b>Duty Location:</b>	1 vacancy at RIVERSIDE, CA

This position is located with the Bureau of Indian Affairs, Southern California Agency, Riverside, California. Riverside, with a population of 255,000 is a city in southwestern California on the Santa Ana River. Summers are hot and dry; winters, during which most of the rainfall occurs, are moderate in temperature. Housing for rent or purchase is readily available.

**Applications will be accepted from:** Current Bureau of Indian Affairs Federal employees serving under a career or career-conditional appointment. Former Bureau of Indian Affairs Federal employees with reinstatement eligibility. Indian Preference Eligibles.

Indian Preference Policy: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934, (Title 25, USC Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. (No other form of proof will be accepted for Indian Preference).

**Major Duties:**

This position is located at Southern California Agency and will serve as the primary contact for all P.L. 93-638 matters. The Agency processes about 80 contracts/grants annually. The Agency provides services to 30 tribes ranging from Campo, which is about 3 miles from the Mexican border in southern San Diego County to Santa Ynez, which is north of Santa Barbara in Ventura County; from San Manuel, which is on the norther outskirts of the city of San Bernardino to Torres-Martinez which is about 20 miles southeast of Palm Springs.

The incumbent will assist the Superintendent in the awarding, administration, coordination and processing of P.L. 93-638 contracts, grants in lieu of contracts and cooperative agreements in lieu of contracts. The incumbent provides direction and management support to branch managers and program staff in delivering bureau programs and services to 30 federally recognized tribes through P.L. 93-638 contracts, grants in lieu of contracts, and cooperative agreements in lieu of contracts in either Agency or field settings with relative independence. Such support consists of analyzing, developing, implementing, evaluating, advising and coordinating program activities related to P.L. 93-638 Indian Self-Determination (ISD) activities.

The incumbent is the ISD Officer (ISDO), and serves full-time as the primary resource person

responsible for providing current information, orientation, technical assistance and training on all aspects of P.L. 93-638 to tribes, tribal organizations and Bureau staff. The ISDO is responsible for ensuring uniform application of the P.L. 93-638 law, regulations and administrative procedures to help tribes succeed in their ISD activities. The ISDO, as the primary Agency contact in the nationwide Office of Indian Self-Determination Area/Agency/Tribal communication network, provides day-to-day interaction with tribal governments to promote ISD and maximum tribal participation in achieving the mission and goal of the Bureau of Indian Affairs.

**Qualifications Required:**

**MINIMUM REQUIREMENTS:** One year of specialized experience equivalent to the GS-11 grade level in the Federal service.

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of specialized experience include experience in properly implementing the law of P.L. 93-638, the amendments and all related regulations, directives, procedures, and policies. These examples are not all inclusive.

**Knowledges, Skills and Abilities Required:**

Candidates should submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills and abilities, in this announcement. Failure to submit your narrative response for this position may negatively affect your eligibility and/or rating for this position.

1. Thorough knowledge and understanding of the Bureau's mission and policy on Indian Self-Determination. Knowledge of P.L. 93-638, the Indian Self-Determination and Education Assistance Act, as amended.
2. Knowledge of the federal acquisition process and procedures, regulations, and the methodologies to provide acquisition related technical assistance. Knowledge of the concepts, principles, practices, methods and techniques in administering contracts and grants under P.L. 93-638, as amended.
3. Ability to interpret laws, statutes, and regulations to provide direction and technical assistance with the implementation of appropriate guidelines. Ability to conduct research and analysis of laws, statutes, regulations and pertinent information applicable to contracts and grants.
4. Ability to work with individuals and groups of people in a professional and diplomatic manner. Ability to communicate effectively, both orally and in writing.
5. Knowledge of tribal governments and organizational concepts, management structure, and systems.

**Basis of Rating:**

Indian preference applicants meeting the basic eligibility requirements will be referred to the selecting supervisor.

Non-Indian preference applicants meeting basic eligibility requirements will be rated against the

KSA(s). Those meeting at least the mid-level definition will be determined to be 'well qualified' and will be referred to the selecting official.

**Pay, Benefits and Work Schedule:**

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

Travel and relocation expenses are authorized in accordance with P.L. 89-516 and appropriate Federal Regulations. Eligibility for specific relocation services will be determined at the time of selection.

**Conditions of Employment:**

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

**Other Information:**

Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants' who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your SSN on your application materials, will result in your application not being processed.

Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not done this using an application form such as the OF-612.

If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Employees who received a buyout and subsequently return to positions in Federal agencies, whether by re-employment or contracts for personal services, are generally obligated to repay the full amount of the buyout to the agency that paid it.

Applicants must meet all qualification requirements by the closing date of the announcement.

Applicants with disabilities will receive consideration for reasonable accommodations in the hiring process for any physical, mental, or emotional impairment. Applicants should submit requests for reasonable accommodation with their job applications and provide supporting medical documentation. The decision on granting reasonable accommodation will be on a case-by-case basis.

**How To Apply:**

Applications must be received by the closing date of the announcement to receive consideration.

All status candidates and reinstatement eligibles (current and former federal government

employees) must submit a copy of their SF 50 showing career, career-conditional, or reinstatement eligibility.

Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

Please submit the following documents to the address provided in this announcement.

- (1) A written application for employment. You may use OF-612 (Optional Application for Federal Employment), a resume, or an alternative format. You must include all of the information specified in this vacancy announcement and all information listed in the Office of Personnel Management's brochure 'Applying for a Federal Job' (OF-510). Applications must be typed or printed clearly in dark ink.
- (2) Narrative assessment of your qualifications in terms of the Knowledges, Abilities, Skills and Other Characteristics (KASOCS) identified within this announcement. Describe experience (paid or unpaid), education, training and self-development as related to the KASOCS.
- (3) Failure to submit all required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their application.
- (4) Faxed materials will be accepted, (916) 978-5563.
- (5) E-mailed materials will be accepted, [dyoung@mp.usbr.gov](mailto:dyoung@mp.usbr.gov).
- (6) Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. See Basis of Rating for definition of 'well qualified'.
- (7) Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.
- (8) Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference.

**For additional information about this position please contact:**

HUMAN RESOURCES OFFICE  
9169785471

**Submit your application package to:**

BUREAU OF RECLAMATION  
HUMAN RESOURCES OFFICE  
2800 COTTAGE WAY  
ROOM E-1907  
SACRAMENTO, CA 95825

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism.